

VIDEO TELECONFERENCING (VTC) POLICY

UNITED STATES DISTRICT COURT - WASHINGTON, D.C.

Video Teleconferencing technology is available at the E. Barrett Prettyman U.S. Courthouse in Washington, DC. These systems can initiate or receive calls to and from each other, as well as to and from any compatible VTC systems. The priority use of the VTC systems is as follows:

1. Use by a Judicial Officer
2. Court administrative matters as authorized by the Clerk.
3. Use by Counsel in a case pending before this Court.
4. Use by Counsel in a case pending in another Federal Court.

The Office of the Clerk of Court will administer the videoconferencing program for the District Court. John Cramer (202-354-3019) will serve as the primary VTC coordinator for the Court. In his absence, a qualified VTC backup will be available to assist with the VTC operation. The Court's VTC equipment is located within the E. Barrett Prettyman U.S. Courthouse as follows:

- Courtroom 16
- Courtroom 9 *or* Videoconference Room 4421
(This system is movable between these locations, using the same ISDN lines.)

VIDEOCONFERENCING AVAILABILITY TO OTHERS

The VTC system in room 4421 will be made available for conferencing when not in use by judicial officers. Use of this system is offered to:

- Clerk's Office staff
- U.S. Bankruptcy Court staff
- U.S. Probation Office staff
- U.S. Marshals Service staff
- Federal Public Defender's Office staff
- United States Attorney's Office staff
- CJA Panel Attorneys who are members of this Court's Bar and have a case pending in this Court at the time of the request.

SCHEDULING

All requests to use the VTC equipment will be made through the VTC coordinator (or one of his backups) who will maintain the schedule and approve requests based on availability and priority. Reservations will be accepted with the understanding that they are subject to change based on the Court's schedule. Hours of operation will generally be from 8:30 a.m. to 4:30 p.m., Monday through Friday, excluding federal holidays.

TO RESERVE THE VTC EQUIPMENT, THE FOLLOWING PROCEDURES WILL APPLY:

1. When you are ready to make a reservation to use the equipment, contact the VTC coordinator either by phone or by e-mail. ***Please notify the following individuals at least 5 business days prior to the day of the planned videoconference:***

- John Cramer (VTC coordinator) 202-354-3019
- Mike Kittell (VTC Backup) 202-354-3017

2. When making the reservation, please complete the *Videoconference Request Form* and submit it to the VTC coordinator. This can be faxed to 202-354-3023. It is imperative that you have a contact name and telephone number for the person representing the party at the remote site.

3. Users of the equipment will be expected to operate the equipment as instructed by the VTC coordinator, and will be expected to complete a simple usage log. (Note: The VTC coordinator or his backup will be available to operate the equipment for matters involving a judicial officer or for matters held in either courtroom 9 or 16.) Users are also expected to notify the VTC coordinator as soon as possible to cancel a reservation should their plans change.

4. Cancellation - At least a 24 hour advance notice is required when canceling a reservation. Also, should your session end earlier than the time reserved, please notify the VTC coordinator immediately so that other scheduled users may plan accordingly.